

Dispatch and Routing Clerk

Creighton School District is accepting applications for the position of Dispatch and Routing Clerk. Duties: Assist the Director of Transportation in maintaining bus routes, schedules and bus stops for students; maintain two-way radio communication with Transportation personnel; perform secretarial and computer tasks needed for the Department. Qualifications: H.S. Diploma or GED; two years experience in school transportation, computer routing and dispatching preferred. Bilingual Spanish preferred. Excellent benefit package. Salary Range: \$10.20 - \$10.67. Apply on-line at www.creightonschools.org E O E